



The following position is now open at our facility near Belle Plaine, Saskatchewan:

Turnaround Assistant - Term position

RESPONSIBILITIES

- Daily entry of contractor hours and costs to cost control program.
- Filing of contractor timesheets to assist in invoice reconciliation
- Collect and enter task completion activities to turnaround planning program
- Generate and distribute shift reports to crew supervisors
- Compile work packages for new turnaround activities
- Maintain master work package files
- Assist turnaround manager in cost and activity reporting, for circulation to Yara management
- Administer the meal voucher program for eligible Yara employees and contractors
- Assist turnaround safety committee in the development and distribution of a daily safety newsletter

WORK EXPERIENCE REQUIREMENTS

- Excellent interpersonal skills
- Computer experience essential. Experience with Microsoft Word and Excel preferred
- Attention to detail
- Time management and prioritization skills; working under deadlines
- Ability to make decisions based on experience and knowledge, in accordance with the Yara values of Accountability, Ambition, Trust and Teamwork

ADDITIONAL INFORMATION

- Education Requirement – High school education
- Work will primarily be in an office environment, although entering the plant area may be required occasionally

Please apply by sending your resume to:
Yara Belle Plaine Inc.
Attn: Carrie Hartley
P.O. Box 39
Belle Plaine, Sask. S0G 0G0
carrie.hartley@yara.com

To learn more about our company, please visit www.yaracanada.ca

